**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

IGC Secretariat - Office Management - Central Records Branch - Classification of papers need to be stored in physical form and which can be archived electronically by studying the best practices in places such as RBI etc. - Constitution of Committee of Secretaries - Orders - Issued.

---

**General Administration (OM-III) Department**

**G.O.Rt.No.2584** **Dated:20-11-2017.**

**Read:**

Instructions of Hon'ble Chief Minister during Video Conference with Ministers, Secretaries and Collectors on 14.11.2017.

-:o:-

**ORDER:**

In order to maintain the Central Records Branch in the existing Interim Government Complex, Velagapudi / New Secretariat (Amaravati), the Government felt the need to constitute a Committee of Secretaries to examine the Classification of papers which need to be stored in physical form and those which can be archived electronically by studying the best practices in places such as RBI etc. Accordingly, the following Committee is constituted.

| | | |
|---|---|---|
| 1. | Special C.S Revenue (Land) | Chairman |
| 2. | Secretary to Government (Poll.) | Member/Convener |
| 3. | Secretary to Government<br>ITE & C Department | Member |
| 4. | Secretary to Government<br>Law Department | Member |
| 5. | Secretary /Special Secretary<br>to Government<br>Finance Department | Member |

**2.** The proposed study shall cover the preservation of various Acts, Manuals documents, agreements, Government Orders, Mutual Agreements with other Governments, Reference Books, E-Information Resources, CD/s / DVD's, Databases, Online Journals, Special Collections, Rare Collections, AV Materials, Book Bank etc. The Committee shall submit its report within one month of issue of these orders.

**3**. The GAD will incur the expenditure related to the Committee.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**DINESH KUMAR**
**CHIEF SECRETARY TO GOVERNMENT**

To
All the Committee Members.
Copy to:
P.S to Chief Secretary to Government.
P.S to Secretary to Government (Poll.)
Sf/Sc

//**Forwarded :: By Order**//

**SECTION OFFICER**